

# Staff Summary Report



Council Meeting Date:

5/20/2010

Agenda Item Number: \_\_\_\_\_

**SUBJECT:** Request approval of a one-year renewal of a contract with Heinfeld, Meech & Co., P.C. for professional financial statement audit services for the Financial Services Department and other City departments on an as needed basis.

**DOCUMENT NAME:** 20100520fst13 PURCHASES (1004-001)

**COMMENTS:** (T08-128-01) Total contract amount shall not exceed \$125,000 for the one year renewal term.

**PREPARED BY:** Ted Stallings, CPPB, Procurement Officer, 480-350-8617

**REVIEWED BY:** Michael Greene, CPM, Central Services Administrator, 480-350-8516

**LEGAL REVIEW BY:** Dave Park, Assistant City Attorney, 480-350-8907

**DEPARTMENT REVIEW BY:** Jerry Hart, CPA, Financial Services Manager, 480-350-8505

**FISCAL NOTE:** Sufficient funds will be appropriated in various City wide cost centers for the anticipated expenditures in the 2010/2011 fiscal year.

**RECOMMENDATION:** Approve the renewal of the contract.

**ADDITIONAL INFO:** Background Information

This contract provides for professional financial statement audit services for the Financial Services Department and other City departments on an as needed basis. An annual financial statement audit is required by City charter. This is the first of three renewal extensions available on this contract.

## Contractor Performance

Heinfeld, Meech & Co., P.C. was rated by the Financial Services Department on the following criteria:

- Personnel responsiveness, cooperation and availability
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow up in resolving complaints or problems
- Promptness in submitting accurate invoices

In all categories, Heinfeld, Meech & Co., P.C. received scores indicating they were meeting or exceeding standards as established by the contract. It is the recommendation of the department to renew the contract.

No cost increase has been requested by the Contractor from the original bid.